



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

**E-VERIFY  
PROGRAM  
EMPLOYER**

Peter McWalters  
Commissioner

**VACANCY NOTICE**

**FEBRUARY 9, 2009**

**RHODE ISLAND DEPARTMENT OF EDUCATION**

**OFFICE OF ASSESSMENT/INSTRUCTION**

**\*ASSESSMENT SPECIALIST**

**\$72,169 - \$88,169**

**APPLICATION PERIOD:**

All resumes must be received or post-marked on or before **February 20, 2009**

**APPLICATION REQUIREMENTS:**

**Send resume, cover letter, two current letters of reference and official transcripts to:**

**Marvin Abney, Interim Director  
Office of Human Resource Development  
255 Westminster St.  
Providence, RI 02903**

**Cover letter and resume may be e-mailed to  
[lisa.vieira@ride.ri.gov](mailto:lisa.vieira@ride.ri.gov)**

**Signed letters of reference and official transcripts should be mailed.**

**DUTIES AND  
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

**\* SUBJECT TO FTE AND FUND AVAILABILITY**

(Position is part of Local 2012, RIFT)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**Telephone (401)222-4600    Fax (401)222-6178    TTY 800-745-5555    Voice 800-745-6575**

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

DEPARTMENT OF ELEMENTARY AND SECONDARY  
EDUCATION  
NONCLASSIFIED JOB DESCRIPTION

**TITLE:** Assessment Specialist

**GENERAL STATEMENT OF DUTIES:** Incumbents are responsible for leading and supporting standards-driven educational reform by coordinating assessment and accountability activities to ensure that all students will reach high standards.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Coordinates, develops, designs, and implements school and district accountability models/systems for NCLB and overall school reform.

*Directs the administration of statewide assessments including design, scoring, reporting and vendor management.*

Develops, in collaboration with other states, applicable State Standards for assigned subject area and related assessments.

Conducts workshops on data analysis, accountability, state testing, and other relevant topics to varied audiences including departmental staff, and district and school personnel.

Supports schools and district capacity to use assessment and accountability data in the development and on-going implementation of strategic plans that will improve the performance of all students.

Provides technical reports and briefs to local, State, and Federal officials.

Performs related work as assigned.

**REQUIRED QUALIFICATIONS**

**KNOWLEDGE AND SKILLS:**

Knowledge of applicable federal, state, and local laws, rules, and regulations.

Knowledge of standards-driven curriculum, instruction, and assessment.

Knowledge of accommodations and alternate assessment for inclusion of all students in State assessments.

Knowledge of professional development systems related to standards-driven curriculum, instruction, and assessment.

Knowledge of assessment development methods.

Knowledge of statistical and psychometric methods.

Knowledge of electronic data systems.

Skilled in organizing information and data.

Skilled in managing projects and programs including large-scale contracts.

Skilled in developing large-scale assessments and their assessment systems.

Skilled in developing standards-driven curriculum, instruction, and assessment.

Skilled in developing accommodations and alternate assessments related to inclusion of all students in state assessment.

Skilled in analyzing and interpreting data.

Skilled in preparing reports.

Skilled in facilitating meetings and professional development and technical assistance systems.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, education agencies, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**EDUCATION:** Master's Degree in Education or related field with coursework in assessment preferred.

**EXPERIENCE:** Three to five years of teaching and/or program management experience.

**and/or** any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: September 2004